

## MILPERSMAN 1440-010

### CHANGE IN RATE OR RATING, AUTHORIZATION

<b>Responsible Office</b>	NAVPERSCOM (PERS-811)	Phone: DSN	882-3205
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<b>References</b>	BUPERSINST 1001.39D NAVPERS 15909G, Enlisted Transfer Manual BUPERSINST 1430.16E, Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve JAGINST 1440.1C OPNAVINST 1440.1C BUPERSINST 1133.29E COMNAVCRUITCOMINST 1130.8F SECNAVINST 1160.1A OPNAVINST 6110.1G
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#### 1. Policy

a. The objective of Navy Personnel Command (NAVPERSCOM) regarding rating conversions is to encourage members to serve in rate or rating for which they have greatest aptitude and interest. To extent that changes in rate or rating do not cause an undesirable effect on overall distribution and advancement opportunity for career petty officers, changes of rate or rating may be approved following guidelines presented in this article. In all cases, Navy's requirements shall take precedence. Procedures for submission of "direct conversion" and "in-service" training status requests for inactive duty Naval Reserve personnel are contained in BUPERSINST 1001.39D.

b. Requests shall be for a rating that is undermanned, Career Reenlistment Objectives (CREO) Category 1, as defined in most current CREO NAVADMIN. Requests from members serving in a rating that is undermanned, or who possess specialty skills or Navy Enlisted Classifications (NECs) that are in short supply, will only be considered when exceptionally unique circumstances exist.

## 2. Definitions

a. "Change in rate" is applicable to a lateral change in apprenticeships (paygrades E-1, E-2, E-3) in same paygrade.

b. "Change in rating" is a lateral change in occupational skill without change in paygrade (e.g., AT2 to ET2).

## 3. Service Requirements

a. Applicants must

(1) be an enlisted member of Regular Navy or Naval Reserve on active duty with less than 12 years active service (including Training and Administration of the Reserves (TAR)). Members in TAR program shall submit their requests to NAVPERSCOM (PERS-812) via Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN) (N30), New Orleans, LA 70149. TAR personnel must serve on board current duty station for a minimum of 18 months prior to submission.

(2) be a petty officer first class or below. Commanding officers (COs) are urged to carefully consider requests for change in rating of a petty officer first class before making favorable endorsement, since these members have gained valuable experience and training in their present rating. First class petty officers that are approved for change of rating must be able to carry out duties and responsibilities of a first class petty officer in new rating with a minimum of training.

(3) be eligible in all respects for transfer. Minimum activity tour requirements for type duty are listed in MILPERSMAN 1306-102 and 1306-106. Ensure compliance with Physical Readiness Test (PRT) standards. Those under orders are not eligible.

(4) have served a minimum of 24 months in present rating before eligible for conversion to another rating. This requirement will be waived for those first-term personnel unable to receive an Enlisted Navy Career Option for Reenlistment (ENCORE) quota in their present rating.

b. A member on an enlistment or extension of enlistment, for which a Selective Reenlistment Bonus (SRB) was paid, will not normally be considered for a change in rating until within 9 months of end of active obligated service (EAOS).

c. Obligated service (OBLISERV) already incurred in return for enlistment or reenlistment incentive, training, or other program must be served before conversion to another rating will be authorized. Exceptions will be considered, based on needs in requested rating and degree of over-manning in present rating.

#### 4. Other Eligibility Requirements

a. Applicants must

(1) satisfy eligibility requirements for rating requested as defined in BUPERSINST 1430.16E and, in case of CT rating, any pertinent directives Commander, Naval Security Group Command may publish. Non-United States (U.S.) citizens are not eligible for entry into, or change to, a rating that requires eligibility for a security clearance by BUPERSINST 1430.16E. A lateral conversion request for CT and IS ratings must include SF 86 (Rev. 9-85), Questionnaire for National Security Positions, and copies of last three evaluations. Conversion requests may be submitted via ENCORE/Force Management System (FORMAN) or NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request. Indicate in CO's remarks block of ENCORE/FORMAN that paperwork has been forwarded separately.

(2) be recommended by their CO. Besides making sure that a member meets all eligibility requirements for change in rate or rating and is deserving of consideration, COs should also be reasonably assured that member possesses potential to succeed in applicable paygrade of requested rating.

(3) have no nonjudicial punishment (NJP) or convictions in civilian or military courts for past 18 months.

b. Certain ratings require satisfactory completion of an "A" School prior to change of rating (refer to current CREO NAVADMIN). If training is required, applicant must meet prescribed minimum Basic Test Battery (BTB) or Armed Services Vocational Aptitude Battery scores (ASVAB) contained in Navy Formal Schools Catalog (CANTRAC).

#### 5. Change of Rate/Rating by Command Administrative Action.

Change of apprenticeship (nondesignated personnel) may be done by CO at a member's request provided that (1) a greater need exists in desired apprenticeship, (2) a valid billet exists

within command, and (3) member is fully qualified for new apprenticeship.

6. **Change of Rate/Rating via Formal School Training.** Service school commands are authorized to assign rating designation and change in rating upon successful completion of designated training of conversion courses. Careerists (who will not be SRB-eligible) approved for conversion via an "A" School must satisfy OBLISERV requirements contained in NAVPERS 15909G, chapter 7, prior to transfer for instruction. First-termers and those who will be SRB-eligible upon graduation, approved for conversion via an "A" School, must extend to graduation date and agree to satisfy OBLISERV requirements immediately upon successful graduation from an "A" School. Members in paygrades E-1 through E-6 who are ordered to a school that incorporates an extended course of instruction such as FT, ET, AT, EW, and ST, shall be converted in rating at an equal paygrade after successful completion of basic or A-1 phase of that course of instruction. Exceptions to this policy apply to the following:

a. Members assigned specifically to HT "A" School must successfully complete both phase 1 and 2 of HT "A" School prior to being converted to HT rating.

b. Former "A" School graduates from a rating with fundamentals of basic or A-1 phase of training, similar to those of prospective rating, may be tested on material to be covered in that initial course. If a member proves to be thoroughly knowledgeable with A-1 phase as a result of successfully passing a preliminary A-1 phase examination, attendance in A-1 phase will be optional as determined by service school command concerned, and member may be directly converted to new rating and enrolled in advanced, or A-2 phase, portion of course.

7. **Change of Rating Through Direct Conversion.** Members may request direct conversion from one rating to another rating. Approval will be based on related skills, manning, experience, and training in present rating and desired rating (e.g., AT3 to ET3, DC3 to HT3, YN3 to PN3). Additionally, occasional manning circumstances require direct conversion of members from one rating to another upon creation of a new rating. All members in TAR program shall send requests to NAVPERSCOM (PERS-812) via CO, NAVRESPERSCEAN (N30), New Orleans, LA 70149.

## 8. Change of Rating Through Navy Examinations

a. In certain cases, a member currently serving in an overmanned rating, requesting conversion to an undermanned rating (CREO 1), may be authorized conversion through participation in an advancement examination. Member will take examination for desired rating at current paygrade or, if Time-in-Rate (TIR) eligible, next higher paygrade (i.e., an ET2 may take EW2 examination, an ET2 may take EW1 examination, if TIR eligible). Member must be eligible in all respects to participate in requested examination and must have sufficient OBLISERV remaining in order to receive examination results. Extensions will not be granted for purpose of converting.

b. Prior approval for examination participation must be obtained from NAVPERSCOM (PERS-811), using NAVPERS 1306/7. Submit requests at least 90 days before examination date to allow processing before desired examination cycle. Late examinations will not normally be authorized. Refer to BUPERSINST 1430.16.E, chapter 3. Prior approval for members in TAR program must be obtained from NAVPERSCOM (PERS-812).

## 9. Forced Conversion

a. Occasionally, circumstances require a forced change of rating or removal of striker identification. Examples are revocation of security clearance or disqualification from Personnel Reliability Program (PRP), which precludes further performance of duty within presently assigned rating, and demonstrated inability or unsuitability for continuance in a particular rating. HMs and DTs who cannot reliably and effectively perform patient care duties, or cannot be entrusted to have access to medicinals due to drug abuse, shall be recommended for forced conversion to an appropriate rating, provided they are considered suitable for retention on active duty. MNs who fail to screen for overseas assignment per MILPERSMAN 1300-300 through 1300-304, due to a correctable condition, will normally be afforded an opportunity to resolve underlying cause. If, at end of a reasonable period of time, member remains unsuitable for overseas duty due to his or her own lack of initiative, CO shall recommend member for forced conversion to a rating with minimal overseas duty, provided member is considered suitable for retention on active duty.

b. Where required, authority for forced conversion shall be requested from NAVPERSCOM (PERS-811), using NAVPERS 1306/7. All

requests for TAR personnel shall be sent to NAVPERSCOM (PERS-812) via NAVRESPERSCEM (N30). Members requiring forced conversion, who have potential to continue their Naval Service, will be offered opportunity to convert to a CREO 1 or 2 rating for which qualified.

c. The same opportunity is extended to those who can no longer serve in their current rating due to medical problems or physical limitations, but are physically qualified in all respects for retention in Naval Service, and who have desire and potential to continue their naval careers. Those members who agree with medical doctor's recommendation for rate change shall submit doctor's recommendation with NAVPERS 1306/7 to NAVPERSCOM (PERS-811) for determination. When member disagrees with doctor's recommendation for rate change, forward medical board/medical record to NAVPERSCOM (PERS-82) for review.

d. If it is determined that member's services are not desired, or cannot be effectively used in requested conversion ratings, a rating determination will be made by NAVPERSCOM (PERS-811). In case of designated E-3 and below personnel, removal of striker identification will normally be directed. Such determination will be made considering individual's past experience, training, and needs of service.

e. Personnel who fail to maintain minimum qualification standards in new rating may be reverted or converted at discretion of NAVPERSCOM.

#### 10. Special Cases

a. Certain ratings have no billet requirements in lower paygrades. These ratings rely on conversions from other ratings to achieve and maintain required manning levels. Procedures for requesting conversion to

(1) **Legalman** rating can be found in JAGINST 1440.1C,

(2) **Master-at-Arms** rating can be found in OPNAVINST 1440.1C,

(3) **Navy Counselor (less Career Recruiter Force)** rating can be found in MILPERSMAN 1440-020,

(4) **Navy Counselor (Career Recruiter Force)** rating can be found in BUPERSINST 1133.29E, and

(5) **Religious Program** ratings are detailed in following blocks.

b. Requests are considered based on manning criticality of present rating, length and cost of training already received, and availability for reassignment. Inputs may also be limited by availability of billets within requested special rating.

11. **Religious Program (RP) Specialist Eligibility Requirements**

a. Applicants must

(1) be a designated E-3 or petty officer, with a high school diploma or General Educational Development (GED) equivalency, and eligible for access to sensitive information.

(2) have a General Classification Test (GCT)/Arithmetic (ARI) combination of

(a) 110 on BTB, or

(b) WK+NO+AD score of 160 on ASVAB series 5 through 7, or

(c) VE+NO+CS score of 160 on ASVAB series 8 through 15.

(3) be recommended by CO, with particular emphasis on applicant's moral character and ability to function in harmony with other people.

(4) have no NJP or convictions in civilian or military courts in the 2 years preceding application. Any moral turpitude offense is disqualifying. Personnel with repeated military offenses, or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity, are ineligible for RP rating.

(5) be interviewed and recommended by a Navy chaplain RP screening committee, unless lengthy deployments or isolated duty makes this impractical. In these rare cases, an interview by an individual Navy chaplain, citing need for an exception to screening committee requirement, will be accepted.

(6) have no speech impediments and have ability to write effectively.

(7) not have derived any benefits from Selective Training and Reenlistment (STAR) or Selected Conversion and Reenlistment (SCORE) programs, and have completed OBLISERV for other programs (see NAVPERS 15909G, chapter 8).

b. Members receiving SRB payments will normally be disapproved, unless submitted within 9 months of EAOS.

c. Careerists who are approved for conversion to RP rating must have a minimum of 24 months OBLISERV remaining on current enlistment on date of conversion. OBLISERV requirements must be satisfied prior to transfer to RP "A" School. Use of NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, "non-bonus extension" service record entry for this purpose is not authorized for careerists. Personnel directly converted, via Navy-wide advancement examination, into RP rating must have 2 years of OBLISERV remaining upon designation.

d. Assignment of USNR-R (TAR) applicants approved for conversion into RP rating will normally be delayed 6 months to allow NAVRESPERScen to program a relief; therefore, they must incur sufficient active-OBLISERV to cover a 24-month general assignment in addition to probable 6-month delay. Refer to NAVPERS 15909G, chapter 20, for application submission procedures and TAR designation removal.

## 12. Procedures for RP Rating

a. When eligibility criteria above are met, submit an ENCORE/FORMAN request via CO. Use CO's comments or attach sheets to cite past experience and special qualifications, and to state that required documentation has been forwarded to NAVPERSCOM (PERS-811) via separate action/separate cover (packages may also be mailed with required documentation as enclosures to a NAVPERS 1306/7 without submitting an ENCORE/FORMAN request). Request must contain a copy of results of an interview with a Navy Chaplain and certification of proper NAVPERS 1070/613 entry.

b. Religious Program Specialists are combatants and as such are not protected under rules of Geneva Convention for religious personnel. Female Religious Program Specialists will serve as authorized by law and current SECNAV directives. Certification



must be indicated that individual has signed following NAVPERS 1070/613 entry:

"I hereby volunteer for Religious Program Specialist rating with understanding that I will be required to be supportive of clergy and people of all faiths, and if eligible, may receive combat training and assignment to serve as a combatant in units of Marine Corps, both in garrison and Fleet Marine Force."

c. Personnel selected will be converted to RP upon successful completion of formal schooling, or Navy-wide advancement examination, as directed by NAVPERSCOM. Unless converted to RP with a waiver of school attendance, designation as an RP will only be effected upon completion of appropriate training. First-term personnel will then be required to reenlist.

13. **Scope of RP Rating.** Religious Program Specialists will not serve independently of chaplains. They will be assigned to units only in direct support of a member of Chaplain Corps and will be limited to performing those tasks in support of command religious program, which are under direct supervision of a chaplain. While formal clergy training, academic instruction in religion, or clerical status with a faith group does not qualify an individual for entry into rating, they are not, within themselves, liabilities. Members of rating are not to be counselors or clergy persons, but will be required to support ministry of chaplains and persons of all faith groups.

14. **Conversion to Group VII Construction Rating (Seabees).** Conversion to a Group VII Construction Rating ("Seabees" - UT, CE, EA, SW, BU, EO, and CM) requires NAVPERSCOM authorization. If documented experience and knowledge in construction field justify conversion, selectee may receive orders to a Naval Mobile Construction Battalion (NMCB) for a normal tour of sea duty. In some cases, when converttee is at or near shore duty eligibility, this requirement will necessitate an extension of sea duty. For further guidance, see following references:

a. COMNAVCRUITCOMINST 1130.8F, chapter 3G, School Guarantee Program, Exhibit 3-7, pp. 6, 10, and 21.

b. NAVPERS 15909G, chapter 7.17, ASVAB Classification Test Scores for Class "A" School.

15. Equipment Operator (EO) Rating Additional Eligibility Requirements

a. Additional eligibility requirements for EO rating are as follows:

(1) Must hold a valid state driver's license (no suspended license).

(2) No driving-under-the-influence (DUI) within a 1-year period of attending "A" School.

(3) No major vehicle accident to include the following:

(a) Damages to private, state, or government property in excess of \$5,000.

(b) Hitting a pedestrian.

b. Refer to

(1) COMNAVCRUITCOMINST 1130.8F chapter 3G, School Guarantee Program, exhibit 3-7, pages 6,10, 21; and

(2) NAVPERS 15909G, chapter 7.17, ASVAB Classification Test Scores for Class "A" School.

16. Conversion to the Master-at-Arms (MA) Rating

a. **Background.** The MA rating provides commands with force protection/antiterrorism specialists who perform base defense, law enforcement, and physical security duties. MAs enforce appropriate orders and regulations, make apprehensions, conduct investigations, and prepare required records and reports. Due to the unique functions and trust inherent in the MA rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria. MAs are worldwide assignable to continental U.S. (CONUS), outside continental U.S. (OCONUS), sea, shore, and hostile-fire duty assignments.

b. **Service Requirements.** Applicants must

(1) have an ASVAB test score of WK + AR=100 (minimum WK of 45).

(2) be a U.S. citizen and eligible for a Secret security clearance (non-waiverable).

(3) have no NJP or convictions in a civilian or military court in the 3 years preceding application. Personnel with repeated military offenses, or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity, are ineligible for the MA rating. Personnel with a domestic violence conviction are ineligible (non-waiverable).

(4) hold a valid state driver's license (no suspended license).

(5) have an excellent command of the English language, both verbal and written. Have no speech impediments and ability to write effectively.

(6) have tested negative in a drug screening test within last 30 days.

(7) have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or other physical condition that impairs the performance of law enforcement and security duties.

(8) have normal color perception, vision correction to 20/20, and normal hearing.

(9) be interviewed and recommended by one of the following: Limited Duty Officer (649X), Chief Warrant Officer (749X), or E-7 or above rated MA. If one of the above is not assigned to the command, the requirement can be fulfilled by a similar individual from another command.

(10) be in good physical condition capable of sustained exertion, meet body fat standards, have not been out of body fat standards within 1 year of the date of the application, have successfully passed the last two PRT cycles, and be fit for full duty.

(11) have a minimum of 36 months OBLISERV remaining on current enlistment from date of conversion to MA.

(12) meet world-wide assignability criterion.

(13) include any waiver requests in NAVPERS 1306/7, remarks section.

c. **Application Procedures.** Each applicant's motivation, qualifications, background, experience, and potential to succeed as an MA will be considered, as well as needs of the Navy. Service needs take precedence. When eligibility criteria is met, submit the following to NAVPERSCOM (PERS-811):

(1) NAVPERS 1306/7 signed by the CO/officer in charge (OIC) (**no** "by direction" signatures).

(2) Copies of performance evaluations covering the last 3 years and copies of any evaluations covering performance as a Law Enforcement Specialist (NEC 9545).

(3) Letter of recommendation from Security Officer/Senior MA (MAC or above) specifically stating member meets all eligibility requirements.

d. **Selectees**

(1) Personnel selected will be converted to MA upon successful completion of formal schooling or lateral conversion for personnel currently holding NEC 9545.

(2) Personnel selected for conversion via MA "A" School must maintain eligibility as outlined in "Service Requirements." Failure to maintain eligibility requirements will automatically result in a review for continued conversion.

(3) General Details (GENDETs) who have served 18 months or more on active duty and successfully complete MA "A" School will be promoted to P03 upon successful completion of MA "A" School.

e. **Forced Conversions.** Forced conversions into the MA rating will not be considered (non-waiverable).

(1) Personnel receiving formal disciplinary action for minor infractions, e.g., NJP or civilian court, will not normally be considered for forced conversion from the MA rating on the first offense. These personnel shall be enrolled in a formal probationary period, not to exceed 1 year, and receive appropriate counseling, training, or as required be processed

for administrative separation. Personnel placed on formal probation will receive NAVPERS 1070/613 documenting the probationary period duration, counseling, and retraining plan. The entry will contain a statement concerning the potential for administrative separation for failure to complete the probationary period and/or additional formal disciplinary actions within the probationary period. The NAVPERS 1070/613 entry must be acknowledged in writing by the individual and witnessed by either the Security Officer or Assistant Security Officer.

(2) In addition to a loss of any of the prerequisite qualifications, personnel should be considered for forced conversion if they have been convicted of crimes such as domestic violence or other crimes which significantly diminishes their credibility in legal proceedings or impairs their ability to perform security and law enforcement duties.

(3) Forced conversion procedures are provided in paragraph 9 of this article.

f. **No Fault Reversion/Conversion.** Requests for reversion of personnel whose suitability for continued service in the MA rating is questionable will be sent to NAVPERSCOM (PERS-811). Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the MA rating and be adequately supported, in fact, by enclosures (e.g., evaluations, counseling sheets, training records, etc.). Unsuitability includes, but is not limited to, failure to maintain weapons proficiency, security clearance, medical, etc. This no fault reversion/conversion process should not be used where administrative processing is more appropriate. See MILPERSMAN 1440-050 for no fault reversion to former rating procedures.

g. **Governing Directives**

(1) SECNAVINST 1160.1A, Enlisted Bonus, Special Duty Assignment and Foreign Language Proficiency Pay Programs

(2) NAVPERS 15909F, Enlisted Transfer Manual

(3) BUPERSINST 1430.16E, Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve

(4) OPNAVINST 6110.1G, Physical Readiness Program

17. **Waivers**. Eligibility criteria as set forth above is necessary to ensure manning and command stability, equitable treatment for those competing within various ratings, and equal consideration for all conversion requests. Waivers will not normally be granted. Where required, applicant or endorser shall indicate waiver required and cite justification in support of increased potential to complete school. Waiver requests will be considered on an individual case basis.

18. **Counseling**. Command career counselors can assist requesters by providing manning information and guidance in interpreting eligibility requirements.